



UNITED STATES MARINE CORPS
MARINE CORPS AIR BASES, EASTERN AREA
CHERRY POINT, NORTH CAROLINA 28533-5000

ASO 5560.5
SO
12 Dec 89

AIR STATION ORDER 5560.5 w/ch 1

From: Commanding General
To: Distribution List

Subj: STORAGE OF PRIVATELY OWNED VEHICLES OF DEPLOYED PERSONNEL

Ref: (a) DOD 4160.21M (NOTAL)
(b) 10 U.S.C. 2575 (NOTAL)

Encl: (1) Vehicle Report Form (OPNAV 5517/1)

1. Purpose. To publish instructions concerning the operation of a storage lot for privately owned vehicles for use by deployed personnel who are unaccompanied while assigned duty at Marine Corps Air Station, Cherry Point.

2. Background. Privately owned motor vehicles of unaccompanied personnel deployed with tenant U.S. Marine Corps units are frequently left aboard Marine Corps Air Station, Cherry Point while their owners are temporarily absent. This Order establishes a temporary storage lot where unaccompanied personnel who are soon to be deployed will be permitted to store their privately owned vehicles during their absence.

3. Information. By permitting personnel to be deployed in excess of 90 days to store their privately owned vehicles at the storage lot, the Commanding General, Marine Corps Air Station, grants such personnel a license to store but does not undertake to become the bailee of those vehicles.

4. Definitions

a. Unaccompanied. Personnel are considered to be unaccompanied if assigned duty with units based at Marine Corps Air Station, Cherry Point without the presence of dependents. Geographical bachelors are included in this definition.

b. Legal Owner. The registered owner of the motor vehicle, to include lessees and permittees, who are allowed to register their motor vehicles for use aboard Marine Corps Air Station, Cherry Point.

c. Privately Owned Vehicle (POV). A motor vehicle owned by the member that is self-propelled, licensed to travel on the public highways, and designed to carry passengers or property. Motorcycles and mopeds are included.

d. Authorized Representative. A person possessing a written specific power of attorney authorizing him to act on the legal owner's behalf with respect to the storage and release of the vehicle.

5. Action

a. The operation of the POV storage lot will be the responsibility of the Provost Marshal's Office (PMO). The Provost Marshal will be responsible for security and provide a Provost Marshal's Office (PMO) representative for verification of registration of vehicles upon entry into the lot and release from the lot. The Facilities Maintenance Officer will be responsible for maintenance of this lot.

b. The parent command (Squadron or other unit) of personnel who are deploying will ensure that a designated unit officer or SNCO will:

(1) Visually verify that a motor vehicle in the storage lot is the personal property of the deploying Marine.

(2) Be present at the lot as the motor vehicle is admitted or released.

(3) Inspect, with a representative from the PMO, vehicles that enter or leave the lot and verify vehicle registration.

(4) Countersign the completed vehicle report form for each vehicle entering or leaving the storage lot.

c. The parent command shall provide personnel to inspect vehicles once a month along with a PMO representative.

d. The parent command must establish direct liaison with PMO. Written correspondence requesting storage must furnish the following:

(1) Total number of vehicles to be stored.

(2) Date and time the unit desires to turn vehicles into the storage lot.

(3) Dates of deployment.

(4) Point of contact while unit is deployed.

(5) Name and rank of designated unit officer/SNCO.

Correspondence will be received by the PMO five working days in advance of the turn-in date. Non scheduled deployment requirements will be handled as needed. The designated unit officer/SNCO will personally visit the PMO a minimum of two working days prior to the

requested turn-in date. A copy of the deployment orders listing the individual requesting storage, and the vehicle report form prepared by the unit, will be presented to the lot attendant. All vehicles will be turned in and released with either the advance party or main body in a unit deployment. Requests to turn-in and/or release vehicles individually will be considered only in bona fide emergency situations.

* e. Vehicle owners or their authorized representatives shall disconnect battery cables and remove all personal property from inside the vehicle prior to storage.

f. Vehicles, at time of storage, must have:

(1) A valid state registration.

(2) A valid base registration.

(3) A valid state safety inspection decal.

* (4) Minimum insurance required by base regulations in effect to cover the vehicle for the duration of the storage period.

g. The vehicle or owner or authorized representative will personally park the vehicle and thereafter turn over a set of keys to the PMO representative.

h. PMO representatives will not take any affirmative measures to maintain the condition of the motor vehicle in storage.

* i. No vehicle shall be released from the storage lot without written authorization from the legal owner. This also pertains to personnel on emergency leave.

j. A motor vehicle will not be released to any person other than the legal owner or authorized representative under the conditions specified in paragraph "n" below. Exceptions will be handled on a case by case basis.

k. Submission of claims against the government for damage to or loss of vehicle as the result of an unusual or unforeseen occurrence shall be the responsibility of the vehicle owner and the owner's parent command.


l. Vehicles which are unclaimed when a unit returns from deployment will be accounted for by the parent command and will be disposed of in accordance with references (a) and (b).

m. The parent command shall dispose of stored motor vehicles belonging to deceased personnel.

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n. On return from deployment, it is the parent command's responsibility to ensure that all vehicles are removed from the storage lot within 15 days. Correspondence should be received by the PMO five working days prior to the release of the vehicles. If practical, the designated unit officer/SNCO will personally visit PMO two days prior to the requested release date. The owner, designated unit officer/SNCO and PMO representative will conduct an inspection at the time the vehicles are released.

6. Concurrence. The Commanding General, Second Marine Aircraft Wing, concurs with this Order insofar as it pertains to Fleet Marine Force units stationed aboard Marine Corps Air Station, Cherry Point.


W. E. BARTELS, JR.
Chief of Staff

DISTRIBUTION: A-1 plus CG 2dMAW (76)



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
CHERRY POINT, NORTH CAROLINA 28533-5001

AirStaO 5560.5 Ch 1
PMO
2 Oct 92

AIR STATION ORDER 5560.5 Ch 1

From: Commanding General
To: Distribution List

Subj: STORAGE OF PRIVATELY OWNED VEHICLES OF DEPLOYED PERSONNEL

Encl: (1) New page inserts to AirStaO 5560.5 of 12 Dec 89

1. Purpose. To transmit new page inserts to the basic Order.
2. Action. Remove pages 2, 3 and 4 of the basic Order and replace with corresponding pages contained in the enclosure.
3. Change Notation. Paragraphs denoted by an asterisk (*) symbol contain changes not previously published.
4. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.


W. E. BARTELS, JR.
Chief of Staff

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ASO 5560.5

12 Dec 89

☐ EMBEZZLED

DEPARTMENT OF THE NAVY

VEHICLE REPORT

☐ IMPOUNDED☐ RELEASED☐ RECOVERD☐ STOLEN☐ STORED☐ OTHER (List)☐ PLATE(S)

1. REPORTING AGENCY				2. DATE/TIME REPORTED				3. CASE CONTROL NUMBER (CCN)							
4. DATE & TIME OF OCCURRENCE				5. WAS NEIGHBORHOOD OR AREA CHECKED FOR WITNESSES, LEADS, CLUES? <input type="checkbox"/> NO <input type="checkbox"/> YES (Explain in Remarks)											
6. TOWING/STORAGE CONCERN (Name, address and telephone number)				TOWED TO/STORED AT (Name, address and telephone number)											
7. REPORTED BY				HOME ADDRESS				TELEPHONE NO.							
				BUSINESS ADDRESS				TELEPHONE NO.							
8. DESCRIPTION AND OWNERSHIP															
YEAR	MAKE	MODEL	BODY TYPE	COLOR (Combination)	LICENSE NUMBER(S)	<input type="checkbox"/> ONE <input type="checkbox"/> TWO	MONTH/YEAR	STATE							
VEHICLE IDENTIFICATION NUMBER (VIN)				ENGINE NUMBER (EN)	VIN COMPARED WITH REG. CARD <input type="checkbox"/> YES <input type="checkbox"/> NO	VIN APPEARANCE ENTERED/REMOVED <input type="checkbox"/> YES <input type="checkbox"/> NO	VIN CLEAR <input type="checkbox"/> YES <input type="checkbox"/> NO	LIC. NUMBER(S) CLEAR <input type="checkbox"/> YES <input type="checkbox"/> NO							
F. STOLEN, NAME, DATE AND CASE NUMBER OF REPORTING AGENCY						WAS VEH. RETURNED TO OWNER <input type="checkbox"/> YES <input type="checkbox"/> NO		STORAGE AUTHORITY							
REGISTERED OWNER				ADDRESS				TELEPHONE NO.(S) (Home) (Work)							
LEGAL OWNER				ADDRESS				TELEPHONE NO.(S) (Home) (Work)							
LAST DRIVER OF VEHICLE				ADDRESS				TIME AND DATE		TELEPHONE NO.(S) (Home) (Work)					
9. CONDITION AND INVENTORY (Use Remarks space or attach separate descriptions as needed.)															
ODOMETER READING			DRIVEABLE <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN			HAVE YOU ENTERED MISSING, IDENTIFIABLE PARTS IN NCIC? <input type="checkbox"/> YES <input type="checkbox"/> NO			*describe fully						
CONDITION	YES	NO	ITEMS	YES	NO	ITEMS	YES	NO	ITEMS	YES	NO	CONDITION			
WRECKED			SEAT (FRONT)			REGISTRATION			HUB CAPS (*)			TIRES/WHEELS			
BURNED			SEAT (REAR)			ALT/GENERATOR			SPECIAL WHEELS			LEFT FRONT			
VANDALIZED			RADIO			BATTERY			DRIVING LIGHTS			RIGHT FRONT			
ENG/TRANS STRIP			TAPE DECK			DIFFERENTIAL			CAMPER*			LEFT REAR			
MISC PARTS STRIP			TAPES (*)			TRANSMISSION			CARGO*			RIGHT REAR			
30DY METAL STRIP			OTHER RADIO			AUTOMATIC ()			VESSEL AS LOAD+			SPARE(S)			
VIN SWITCH			IGNITION KEY			MANUAL ()			FIREARM(S)*						
SIGNATURE OF OFFICIAL ORDERING VEHICLE STORED												SIGNATURE OF GARAGE PRINCIPAL/AGENT STORING VEHICLE		DATE AND TIME	

VIN

12 Dec 89

DEPARTMENT OF THE NAVY

VEHICLE REPORT

(Continued)

	<input type="checkbox"/> YES <input type="checkbox"/> NO (List reason)	VALUE
O (Storage authority/concern)		DATE
RELEASE VEHICLE TO (Name and address)		SIGNATURE OF PERSON AUTHORIZING RELEASE
		CERTIFICATION I, the undersigned, do hereby certify that I am legally authorized and entitled to take possession of above described vehicle
		SIGNATURE OF PERSON TAKING POSSESSION

1	NAME/RANK & BRANCH/SSN/DUTY STATION/UIC/DRIVER'S LICENSE NUMBER
	DPOB/SEX/RACE/HEIGHT/WEIGHT/HAIR/EYES/IDENTIFYING MARKS
2	NAME/RANK & BRANCH/SSN/DUTY STATION/UIC/DRIVER'S LICENSE NUMBER
	DPOB/SEX/RACE/HEIGHT/WEIGHT/HAIR/EYES/IDENTIFYING MARKS
3	NAME/RANK & BRANCH/SSN/DUTY STATION/UIC/DRIVER'S LICENSE NUMBER
	DPOB/SEX/RACE/HEIGHT/WEIGHT/HAIR/EYES/IDENTIFYING MARKS
4	NAME/RANK & BRANCH/SSN/DUTY STATION/UIC/DRIVER'S LICENSE NUMBER
	DPOB/SEX/RACE/HEIGHT/WEIGHT/HAIR/EYES/IDENTIFYING MARKS

(Include all pertinent information.)